

**THE CHARITY OF HANNAH CLARKE
FOR ALMSHOUSES**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2023

REGISTERED CHARITY NO: 245212

HOUSING CORPORATION NO: A4012

**Cound & Co LLP
Chartered Accountants
1 Princes Court
Royal Way
Loughborough
Leics LE11 5XR**

Tel: 01509 214163

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES
TRUSTEES REPORT

1) **Reference and Administrative Details**

Charity Number	245212
Housing Corporation Number	A4012
Principal Office	The Charity of Hannah Clarke for Almshouses Hannah Clarke Court Park Road Birstall Leicester LE4 4AW
Accountants	Cound & Co LLP 1 Princes Court Royal Way Loughborough Leicestershire LE11 5XR
Principal Bankers	The Co-Operative Bank plc P O Box 250 Delf House Southway Skelmersdale WN8 6WT

Trustees

The trustees serving during the year and since the year end were as follows:

Ms R Kelham
A Atkinson
D J Marlow
Mrs M Allen
Mrs P Evans
Ms M Jelley (appointed 1 January 2022)

2) **Structure, Governance and Management**

Governing Document

The charity was established under a Trust Deed financed by a legacy from a Miss Hannah Clarke in 1922. A subsequent Trust Deed (dated 15th April 1985) was drawn up with amended objectives/aims.

Appointment of Trustees

Trustees are appointed in accordance with the Trust Deed of 15th April 1985. There is a requirement to have six Trustees, two of who are nominative and four co-optative trustees. The two nominative Trustees are appointed by Birstall Parish Council and the co-optative trustees are appointed from persons who have knowledge of Birstall and experience in the administration and maintenance of sheltered accommodation.

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

TRUSTEES REPORT (continued)

2) **Structure, Governance and Management (continued)**

Trustees Induction and Training

New trustees are advised of their obligations under charity and company law, the content of the governing Trust Deed, as well as the structure and decision-making process of the trustees committee.

Organisation

The board of trustees normally meet approximately 4 times a year, and when necessary the trustees meet in between these times to discuss, and where necessary, act upon urgent matters which may arise.

Risk Management

The trustees confirm that the major risks, to which the charity is exposed, have been reviewed and systems have been established to mitigate those risks:

- (i) The properties are properly insured and well maintained.
- (ii) All bank transactions have to be authorised by, at least, two trustees.
- (iii) The financial progress through the year, compared with the annual budget, is presented by the treasurer at the regular trustees' meeting.

3) **Objects and Activities**

The original Hannah Clarke Almshouses were a complex of six bed-sitters constructed in 1922 and financed by a legacy from a Miss Hannah Clarke a lady with a concern for women of her generation, single or widowed, who at the end of their working lives were without a home in which to spend the remaining years of their lives. In her original and uncomplicated Trust Deed the stipulation was made that each resident should pay a fixed rent of (12.5p) per week. This meant that over the years the rental income was not sufficient to maintain and modernise the buildings. With the departure of the last resident in 1982 the old and deteriorating buildings were demolished. A new Trust Deed (dated 15th April 1985) was drawn up and a new complex of eight flats ("Hannah Clarke Court") was constructed on the site to provide accommodation for "poor, aged women who are unmarried or widowed".

4) **Public Benefit**

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives in planning future activities and policies. We continue to provide dwellings in the community for single ladies over the age of 60 who are in need, through hardship or other circumstances, within the confines of the trust deed.

5) **Achievements and Performance**

Mr David Marlow's planning for a progressive series of improvements and updates to the Almshouses continued throughout 2023. A new kitchen was installed in flat No. 5 along with improvements to the electrical installation, energy efficient lighting and decorating throughout. The secure storage facilities and other general improvements to the residents' communal facilities were also completed during 2023.

A new plinth for the Hannah Clark Memorial was constructed by a local stonemason in the east garden at the front of the property. This garden was completely revised by Dragonfly Gardening with new planting that would be sustainable and support insect and other local wildlife.

The carpark adjacent to the golf course was extended to accommodate an additional vehicle and provide improved level access for disabled people.

The canopy roof to the front of the Almshouses was replaced and improvement made to the roof and wall insulation.

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

TRUSTEES REPORT (continued)

5) Achievements and Performance (continued)

The Birstall Post, February 2024

“The trustees were made aware that a poplar tree on Birstall Golf Course had fallen onto the main roof of the building at 8.00 am on 21 December. The tree was estimated to be 60 years old and appeared to be rotten inside. Prompt action by the trustees, golf club and tree surgeon prevented major damage to internal areas of the building from heavy rainfall.

Trustees, Birstall Golf Club officials and a tree surgeon assessed the damage at 10.00 am and it was agreed that a crane would be needed to safely remove the tree. Because of the heavy rain and water saturated ground surface a mobile crane that moved on tracks was needed.

The tree was safely removed from the building by 11.30 am on December 22nd. Work to make the building weatherproof was then able to commence up to the morning of Christmas Eve. None of the residents needed to find alternative accommodation during the repairs.”

The trustees are delighted to report that the regular Christmas Lunch and social event was once again able to take place at Birstall Golf Club. All the residents expressed thanks for the trustees’ work and support during 2023.

6) Financial Review

The finances of the Charity continue to remain healthy. At the end of the financial year, we had cash reserves of £108,807 (2022: £120,494) and there was an operating deficit of £11,687 (2022: £3,267 deficit).

**REPORTING ACCOUNTANT'S REPORT TO MEMBERS OF
THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES**

We report on the accounts for the year ended 31 December 2023 set out on pages 4 to 7.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND REPORTING ACCOUNTANT

The Trustees of The Charity of Hannah Clarke for Almshouses are responsible for the preparation of the accounts, and they consider that The Charity of Hannah Clarke for Almshouses is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our procedures consisted of comparing the accounts with the accounting records kept by The Charity of Hannah Clarke for Almshouses and making such limited enquiries of the officers of The Charity of Hannah Clarke for Almshouses as we considered necessary for the purpose of this report. These procedures provide the only assurance expressed in our opinion.

OPINION

In our opinion:

- the accounts for the year ended 31 December 2023 are in accordance with the accounting records kept by The Charity of Hannah Clarke for Almshouses under paragraph 135(2)(a) of the Housing and Regeneration Act 2008;
- having regard only to, and on the basis of the information contained in the accounting records:
 - the accounts comply with the requirements of the Charities Act 2011;
 - The Charity of Hannah Clarke for Almshouses has satisfied the condition for exemption from an audit of the accounts for the year ended 31 December 2023 specified in Section 136 (6) of the Housing and Regeneration Act 2008;
- the accounts comply with the requirements of the Housing and Regeneration Act 2008 and the Accounting Direction for private registered providers of social housing in England (2019).

Cound & Co LLP
Chartered Accountants
1 Princes Court
Royal Way
Loughborough
Leics
LE11 5XR

2 September 2024

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	<u>2023</u>		<u>2022</u>	
	<u>Unrestricted Funds</u>	<u>Total Funds</u>	<u>Total Funds</u>	
TURNOVER				
Social Housing Lettings	23312	23312		21122
OPERATING COSTS				
Services	8124	8124	6468	
Management	2329	2329	1524	
Day to Day Maintenance	5564	5564	4242	
Cyclical Maintenance	22158	22158	12184	
Maintenance of Equipment	901	901	870	25288
	————	————	————	————
		(15764)		(4166)
INTEREST RECEIVABLE & OTHER INCOME:				
Interest Receivable	4077	4077		899
	————	————		————
(DEFICIT)/SURPLUS FOR THE YEAR				
		(11687)		(3267)
Purchase of Fixed Assets	-	-		-
Bank Balances Brought Forward	120482	120482		123749
Bank Balances Carried Forward	108795	£108795		£120482
	=====	=====		=====

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES
STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2023

	<u>Notes</u>	<u>2023</u>	<u>2022</u>
TANGIBLE ASSETS	5		
Freehold Housing Land	a)	100000	100000
Almshouses - Cost to Date		241503	241503
Less: Housing Corporation Grant	b)	143556	143556
		<hr/>	<hr/>
Fittings & Equipment	c)	2546	2995
		<hr/>	<hr/>
		200493	200942
		<hr/> <hr/>	<hr/> <hr/>
CURRENT ASSETS			
Petty Cash		12	12
Bank Account		11697	27461
COIF Deposit Account		97098	93021
		<hr/>	<hr/>
		108807	120494
		<hr/> <hr/>	<hr/> <hr/>
NET CURRENT ASSETS		108807	120494
		<hr/>	<hr/>
TOTAL NET ASSETS		309300	£321436
		<hr/> <hr/>	<hr/> <hr/>
FUNDS REPRESENTED BY:	6		
Revaluation Reserve		100000	100000
Cyclical Maintenance Reserve		14444	31302
Extraordinary Maintenance Reserve		159523	150323
General Funds		35333	39811
		<hr/>	<hr/>
		£309300	£321486
		<hr/> <hr/>	<hr/> <hr/>

These financial statements were approved by the Trustees on 2 September 2024.

.....
A Atkinson
Trustee

.....
D J Marlow
Trustee

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

NOTES TO THE FINANCIAL STATEMENTS – FOR THE YEAR ENDED 31 DECEMBER 2023

1 PRINCIPAL ACCOUNTING POLICIES

a) Basis of Accounting

As the charity is a small entity, accounts have been prepared on a Receipts and Payments (cash) basis. Accordingly, none of the Charity or Registered Social Housing SORPS are applicable to this charity.

b) Turnover

Turnover represents maintenance contributions receivable.

c) Supporting People Contracts

Income relating to supporting people services are included within the maintenance contributions within turnover.

d) Housing Properties

The original Hannah Clarke Almshouses were constructed in 1922 and demolished in 1982. A new complex of eight flats, “Hannah Clarke Court”, was constructed on the site, funded by a Housing Corporation Grant, a loan from the National Westminster Bank, and the balance from the resources of the Hannah Clarke Trust. The flats were occupied in December 1994 and have been valued on the basis of the cost of construction and related professional fees. No charge has been made for depreciation of the buildings because the trustees intend to maintain the properties in such a way as to ensure that they have an indefinite useful life.

e) Housing Association Grants

A Housing Association Grant (HAG) has been received from the Housing Corporation to reduce the cost of development and it is, therefore, shown as a deduction from the cost of Housing Properties on the Balance Sheet. The HAG is repayable under certain circumstances, primarily following the sale of the property but the repayment will normally be restricted to the net proceeds of sale.

f) Future Cyclical Repairs and Maintenance

The Trustees intend to establish a regular programme of cyclical repairs and maintenance and a Cyclical Maintenance Fund has been set up in accordance with the terms of the Trust Deed, which suggests an annual appropriation of £870. Because of inflation since 1985, the Trustees have made an appropriation of £5300 in 2023 (2022: £5300).

g) Extraordinary Repairs Fund

The Trustees have set up an Extraordinary Repairs Fund in accordance with the terms of the Trust Deed, which suggests a minimum appropriation of £390. The Trustees have made an appropriation of £9200 in 2023 (2022: £9200) based on the Housing Corporation formula of 0.8% of the estimated reconstruction costs.

h) Value Added Tax

Hannah Clarke for Almshouses is not registered for Value Added Tax. In these financial statements, where VAT is applicable, expenditure is shown inclusive of VAT.

2) DIRECTORS EMOLUMENTS AND RELATED PARTY TRANSACTIONS

- (a) The Directors are defined as the Trustees and the Honorary Treasurer to the Trustees.
- (b) None of the Trustees or the Honorary Treasurer to the Trustees received any emoluments.

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

3) EMPLOYEE INFORMATION

The Trust has no employees.

4) NUMBER OF UNITS IN MANAGEMENT

Number of Flats

<u>2023</u>	<u>2022</u>
8	8
<u>8</u>	<u>8</u>

5) TANGIBLE FIXED ASSETS

a) Freehold Housing Land

At Valuation

At 1 January 2023 and 31 December 2023

100000

b) Housing Properties

Cost

At 1 January 2023 and 31 December 2023

241503

Less:

Housing Association Grant

At 1 January 2023 and 31 December 2023

143556

Net Book Value at 31 December 2023

97947

The flats are valued at £1,220,024 for insurance purposes. This valuation, by definition, reflects the cost of demolition and rebuilding and, therefore, may be significantly different from the open market value.

c) Fittings & Equipment

Cost

At 1 January 2023

19675

Additions

-

At 31 December 2023

£19675

Depreciation

At 1 January 2023

16680

Charge for Year

449

At 31 December 2023

£17129

Net Book Value

At 31 December 2023

£2546

At 31 December 2022

£2995

THE CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

6) RESERVES

	<u>General Funds</u>	<u>Cyclical Maintenance</u>	<u>Extraordinary Maintenance</u>
B/F	39811	31302	150323
R&P Deficit	(11687)		
Non cash item (depreciation)	(449)		
Actual cyclical maintenance costs	22158	(22158)	
Cyclical maintenance provision	(5300)	5300	
Extraordinary maintenance provision	(9200)		9200
	_____	_____	_____
C/F	35333	14444	159523
	=====	=====	=====

Our Ref: DRG/CLA 015

PRIVATE & CONFIDENTIAL

A Atkinson Esq
2 Cliffe Road
Birstall
Leicester
LE4 3AD

2024

Dear Andrew

CHARITY OF HANNAH CLARKE FOR ALMSHOUSES

I have pleasure in enclosing your one bound and one unbound copy of the Financial Statements for the year ended 31 December 2023. I further enclose:-

- a) our file copy
- b) our accountant's management letter
- c) Letter of Representation
- d) the Homes and Communities Agency's two signed copies of the accounts.

Would you please return our file copy duly signed, at your convenience.

I have sent you a pdf copy of the accounts, in case you need to print further copies.

Please let me know if you require any further information and, in the meantime, I enclose a note of our fees for your kind attention.

Yours sincerely

D R Gradon MA FCA
for Cound & Co LLP

Our Ref: DRG/CLA 015

The Trustees of the Charity of
Hannah Clarke for Almshouses
2 Cliffe Road
Birstall
Leicestershire
LE4 3AD

2024

Dear Sir/Madam

ACCOUNTING SYSTEM

The charity's transactions for the year ended 31 December 2023 were clearly and accurately recorded in the charity's "single entry" accounting system and such a system was able to cope with the limited volume and scope of the transactions during the year.

Yours faithfully

D R Gradon MA FCA
for Cound & Co LLP

2024

Cound & Co LLP
1 Princes Court
Royal Way
Loughborough
Leics
LE11 5XR

Dear Sir/Madam

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other trustees and officials of the charity, the following representations given to you in connection with your examination of the charity's financial statements for the year ended 31 December 2023.

General

- 1 We acknowledge as trustees our responsibility under the Charities Act 2011 for the financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your examination and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of trustees, have been made available to you.

Going Concern

- 2 We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Law and regulations

- 3 We are not aware of any irregularities including fraud, involving management or employees of the charity; nor are we aware of any breaches or possible breaches of statute, regulations, contracts, (or) agreements (which might prejudice the charity's going concern status or that might result in the charity suffering significant penalties or loss). No allegations of such irregularities, including fraud, or such breaches have come to our notice.

Transactions with related parties

- 4 All transactions with related parties have been disclosed in the financial statements. We have made available to you all relevant information concerning such transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or accounting standards.

Post-balance sheet events

- 5 There have been no events since the balance sheet date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto.

Grants and donations

- 6 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully

.....

A Atkinson (Trustee)